

Standard Operating Procedures  
for the Known Distance Range  
Fort Wainwright, Alaska 99703

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1. References: FM 3-22.9, USARAK 350-2, and this SOP.
2. Purpose: The purpose of this SOP is to provide guidance for the proper and safe conduct of the Known Distance (KD) Range by all authorized users.
3. Scope:
  - a. Capability: The Known Distance (KD) Range is a known distance range that consists of firing berms from 100 yards to 600 yards. It also has a 25-meter berm with lighting and foxholes to support the zeroing of the M16 and M4 rifles. This range also supports 9MM training and shotgun exercises. This facility is a multipurpose range and can support other training with prior range control coordination.
  - b. Weapons Authorized: M16A1/A2, M4, M9, M24, M249, M107 shotgun and weapons utilized by Authorized Civilian Rifle Clubs.
  - c. Ammunition Authorized: 5.56, 7.62, 9MM, 12 gauge, .50 cal.
4. Applicability: This SOP applies to all authorized range users.
5. Responsibilities:
  - a. Medical Support: Medical Support: Medical support for this range, when used for its intended purpose, is a Level I, IAW USARAK REG 350-2; Medical support is at the discretion of the unit commander based on the Risk Assessment. It is recommended that a Combat Lifesaver with an aid bag be on the range. When this range is used for any other purpose, medical support will be IAW USARAK Reg 350-2, paragraph 1-7.
  - b. Equipment Requirements:

USARAK Reg 350-2	Issued at Range Control
Range SOP	Issued at Range Control
Range Flag	Issued at the Range
Safety Paddles	Issued at the Range
Clearing Rods	Issued at the Range
Applicable FM's and TM's	Using Unit
FM Radio or ALMAR	Using Unit
Hearing Protection	Using Unit
Bull Horn (If Needed)	Issued at Range Control

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c. Personnel Requirements:

- 1) OIC: SSG or above
- 2) RSO: SGT or above
- 3) Safety NCO's as determined by OIC (Recommend 1 per every 4 firing positions)
- 4) Target lifter supervisor: SGT or above with communication to the firing line
- 5) Target lifter personnel in sufficient quantity to accomplish desired training objectives
- 6) Ammunition guards
- 7) Radio Operator
- 8) Aircraft Spotter

d. Personnel Responsibilities:

- 1) Officers in Charge Duties are outlined in ANNEX A of this SOP.
- 2) Range Safety Officer duties are outlined in ANNEX B of this SOP.
- 3) Safety NCO's on line must monitor and control personnel on or near the firing line and ensure no unsafe acts occur.
- 4) The target lifter supervisor will ensure the targets are raised, marked, and lowered IAW the instructions received from the OIC or the RSO. He/she will also ensure the pit personnel wear Kevlar helmets and do not expose themselves to weapons fire while raising and lowering the targets.
- 5) When using the range for zeroing weapons from the 25 meter line, safety personnel will ensure that no one moves in front of the firing line to check their targets prior to all weapons being cleared. No sight corrections will be made with personnel down range.
- 6) The OIC and RSO must be physically present on the range while in a "Hot Status". If an administrative check-fire has been requested, the OIC and RSO may depart the range. Range control must be notified of their departure and a "Hot Status" will not be given until they return to the range. The OIC and RSO will not be an active participant in the training taking place.
- 7) The Ammunition NCO will monitor the issue and turn-in of all ammunition on the range. The OIC/RSO will ensure that there are no unauthorized personnel in or around the temporary ASP. (See ANNEX F, Ammunition Transfer Point)
- 8) Radio Operator will monitor the radio at all times and will make 60-minute communication checks with range control while in a "Hot Status". Should there be a loss of communication between range control and the unit; a check-fire will be issued by the OIC until communication can be re-established.
- 9) An Aircraft Spotter will be situated in such a manner that the individual can observe the airspace and call for a check-fire should any aircraft enter the airspace. (See ANNEX E-Aircraft Spotter Procedures).



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## e. General Instructions:

## 1) Preparation Phase:

- a) Prior to requesting a hot time ensure the Range Opening/Closing Memorandum issued by range control has been filled out.
- b) During winter months, the using unit will provide a detail to prepare targets prior to firing and ready the range. In addition, the unit will be prepared to provide a detail to remove snow from in and around the firing positions and targets, if required.
- c) The OIC will brief all soldiers utilizing this range that they will not dispose of trash in the Latrine Pits. The only approved latrine facilities are located at the Known Distance Range and not in the tree line. During the clearance of the range, units that have been found to have placed trash within the containment pits, will have to remove it before being cleared. There is no a warm-up facility available for use on the Known Distance Range. Units are advised to plan for erecting a warming tent. If desired, a warming tent may be set up behind the target berm at the far end to be used by the target lifter detail. The target shed will not be utilized as a warm-up building.
- d) Units wishing to use the target lifters should plan on preparing the targets a day prior to the shoot.

## 2. Safety:

- a) The OIC must brief all users of the range on general safety including an emergency check-fire plan. (See ANNEX D, Troop Briefing)
- b) All negligent discharges will be immediately reported to range control.
- c) Ground medical evacuation is probably the quickest manner to get soldiers to Bassett Army Hospital. Units should consider this during their range planning and risk mitigation phase.

## 3. Execution Phase:

- a) If a fire is observed on the range, the OIC/RSO will put the range in check-fire and immediately notify range control. The unit will be prepared to attempt to suppress the fire only at the direction of range control and only if the fire is less than 100 square feet.

## 4. Recovery Phase:

- a) OIC/RSO will ensure all equipment issued by range control is returned at the completion of training.
- b) Any damages or needed repairs are annotated in the remark section of the closing form.
- c) Policing of the range is the using unit's responsibility. The entire range area, including all utilized buildings, will be policed prior to requesting a clearance team from range control.

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f. Special Instructions:


1) Limited Visibility:

- a) ~~Minimum visibility and ceiling distances outlined in USARAK 350-2, Table 6-1~~ must be met to open the range with no restrictions. Range control will keep the using unit apprised of the current weather conditions
- b) During periods of limited visibility, the using unit must be prepared to send a soldier to the range control building to monitor the radar feed. This will allow continuous firing even when the ceiling and visibility retirements are not met.

g. Restrictions:

- 1) No foreign material will be attached to the targets without prior approval of range control.
- 2) Cross lane firing is dangerous and is not authorized.
- 3) Parking of tactical vehicles is only authorized in the designated parking area at the 300 yd. line and those soldiers authorized by their chain of command to drive their Privately Owned Vehicles (POV) are the only POV's authorized on this range and only in the designated POV parking area, located at the Air Curtain Range. POV's that are found to be parked outside of the designated parking area will cause the range to be placed into a check-fire until they are removed. Do not drive equipment so close to road and parking area shoulders so as to cause damage or shoulder erosion. Doing so will result in the customer unit rebuilding shoulders manually prior to range clearance.
- 4) The seasonal Fire Weather Index will affect use of certain types of munitions. No pyrotechnics or tracer ammunition will be utilized during an Extreme Fire Index. Units will be advised of the projected FWI when signing for the range.
- 5) Vehicles will not be driven onto the firing berms.
  - a) If you need to download equipment, you may drive in front of the 25M line to the center of the line. You will download the equipment then reposition the vehicle to the parking area next to the 300 yard line next to the latrine.
  - b) In the event you are firing north of the 300 yard line, all vehicles and personnel will behind the firing line.

6. Point of contact for this memorandum is the undersigned, 353-1242.

  
GREGORY S. SWALLOWS  
Range Operations Manager  
Fort Wainwright, Alaska

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## ANNEX A

### DUTIES OF THE OFFICER IN CHARGE (OIC)

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1. The OIC is overall responsible for the safe operation of the range and will have no other duties, and will not be a participant in the training.
2. Prior to firing, the OIC will ensure that:
  - a. The range or firing position is scheduled for unit use.
  - b. An authorized Range Safety Officer (RSO) has been designated.
  - c. Designated RTO and Aircraft Spotter.
  - d. The correct training facility is occupied.
  - e. A red flag is flying from the flagpole. For night firing, a blinking red light will be used in place of a flag. In addition, the left and right limits of the range will be marked with blinking red lights.
  - f. Communication has been established with range control.
  - g. All equipment that is required by this directive and the Range SOP are present on the range.
  - h. The danger/impact area is clear of all personnel, vehicles and wildlife.
  - i. All personnel have received a briefing on the safe handling of ammunition and explosives.
  - j. Road guards, signs, and/or barriers have been posted, if required.
  - k. An approved surface danger zone (SDZ) overlay has been approved and is present, if applicable.



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- l. All personnel are aware of the following:

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    - 1) The identity and location of range cadre, including the OIC, RSO, Safety NCO's, RTO, Air Spotter, Medic, and Aid Vehicle.
    - 2) The requirements to wear authorized hearing protection while on or near the firing line.
    - 3) The firing limits of the facility being used.
    - 4) The correct procedures for marking and reporting duds, if required.
  - m. Clearance to fire has been granted by range control. When requesting clearance to fire, the OIC will provide the necessary information contained on the opening and closing sheet to range control. The OIC will ensure that the Range Controls FDO's (Firing Desk Operator) initials are noted on this form as a record of clearance to fire.
3. During the use of the range, the OIC will ensure that:
- a. No firing is conducted when the visibility requirements are not met.
  - b. Down range weapons effects are observed to ensure projectiles land within the prescribed range limits.
  - c. Misfires are rehearsed and weapons are cleared safely.
  - d. Weapons are cleared and checked during temporary suspensions of firing.
  - e. Records are maintained on the type of ammunition fired, number of rounds fired and number of duds to include their approximate location.
  - f. A cease fire is ordered when:
    - 1) Directed by range control.
    - 2) Communications with range control or road guards is lost.
    - 3) A malfunction of a weapon or ammunition occurs. The OIC/RSO will initiate a check-fire, notify range control, and ensure nothing is disturbed until the investigation is completed and range control lifts the check-fire.
    - 4) A safety violation, accident or incident occurs.

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- 5) A fire is started.
  - 6) Wildlife is discovered on the range.
  - 7) Rounds land or detonate outside the approved safety limits for the range.
  - 8) Either the OIC or RSO leaves the range.
  - 9) The correct ammunition is utilized during periods of elevated Fire Weather.
4. After training is completed, the OIC will ensure that:
- a. All weapons are cleared of ammunition before departing the firing line.
  - b. All ammunition and or explosives are removed from personnel before departing the range/ training area.
  - c. Ammunition, simulators, explosives and pyrotechnics are not abandoned, buried or otherwise disposed of in an unauthorized manner.
  - d. All expended brass is collected for turn-in to the ASP.
  - e. The range/training area is policed.
  - f. All items in the opening and closing sheet are completed.

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## **ANNEX B**

### **DUTIES OF THE RANGE SAFETY OFFICER (RSO)**

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1. The RSO is responsible to the OIC and the commander for the safe operation of the range and will have no other duties, and will not be a participant in the training.
2. The RSO must be thoroughly familiar with applicable portions of DA PAM 385-63, USARAK Reg. 350-2, this directive and the appropriate FM's and TM's pertinent to the firing and weapon systems being used.
3. The RSO and the Safety Cadre must be actively alert to:
  - a. Personnel movement on and around the firing line or gun line.
  - b. Vehicle and personnel movement on and around the range or firing points.
  - c. Alignment and handling of weapons on and around the firing point.
  - d. Handling of ammunition.
  - e. Clearance of weapons.
  - f. Control of smoking areas.
  - g. Control batteries, filters and adapters for laser devices.
  - h. Placement and control of guards, barriers and signs as required.
  - i. Observation of downrange area for unauthorized personnel, vehicles and wildlife.
  - j. Prevention of cross lane firing or firing at other than authorized targets.
  - k. Aircraft entering the range airspace.



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## ANNEX C

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### MEDEVAC SUPPORT

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1. In the event of serious injury or illness where time may be a factor in saving a life, limb, sight, or to prevent unnecessary suffering, areomedical evacuation can be used. The following procedures will be followed:
  - a. Request MEDAVAC from range control, FM 38.300 (primary) or by telephone 353-1266.
  - b. If unable to contact range control, contact MEDAVAC directly on FM Freq. 40.500.
  - c. The requesting units will provide the following information:
    - Line 1 - Location of pickup site (grid if possible).
    - Line 2 - Radio Freq. Call Sign and suffix.
    - Line 3 - Number of patients, by precedence.
    - Line 4 - Special equipment required.
    - Line 5 - Number of patients by type, (litter or ambulance).
    - Line 6 - Number and type of wounds.
    - Line 7 - Methods of marking site.
    - Line 8 - Patients nationality and status, military or civilian.
    - Line 9 - Terrain description.
2. NOTE: If the information for lines 6 thru 9 is not immediately available, lines 1 thru 5 should be transmitted first so the MEDAVAC unit is able to begin its mission. When the complete MEDAVAC request is transmitted and received, the requestor will monitor the frequency specified in line 2 and wait for additional instructions or contact the MEDAVAC helicopter.

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**ANNEX D**

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**TROOP BRIEFING**

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1. Troop Briefing: The OIC or RSO will brief all soldiers on the following items prior to requesting a hot status from range control. This is a general list and does not preclude the unit from emphasizing other areas of concern.
  - a. Movement on the range.
  - b. Weapons/ ammo malfunction.
  - c. Safe handling of weapons/ammo.
  - d. Duds (reporting and marking).
  - e. Conduct while on the firing line.
  - f. Hearing conservation.
  - g. Firing limits of the range and rounds observed out of approved firing limits.
  - h. Personnel, vehicles, or air craft downrange.
  - i. Range fires.
  - j. Medical emergency procedures.
  - k. Latrine and warm up facility locations.

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## ANNEX E

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### AIRCRAFT SPOTTER PROCEDURES

1. Whenever firing is conducted within a Controlled Firing Area (CFA), Department of the Army Regulations requires that the unit conducting the training have dedicated personnel to look for aircraft entering the hazardous area. A minimum of one aircraft spotter is required.
2. Aircraft spotters cannot be assigned any other responsibilities other than observing for non-participating aircraft entering the immediate hazardous (impact) area for artillery or surface danger zone for small arms fire and for 5 miles in any direction from hazardous area.
3. Aircraft spotters will have the means to communication between themselves and the OIC or RSO to place the unit at a check-fire should aircraft enter the hazardous area. If possible, obtain the tail number, description and relay this information to range control. Units cannot go back to a "hot status" until the aircraft spotters have confirmed to the OIC/RSO that the aircraft has exited the hazardous area.
4. Aircraft Spotters need to be familiar with the effects of the range and what impacts it has on non-participating aircraft. Location, flight path and altitude of the aircraft will dictate if a check fire is necessary.



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## ANNEX F

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### AMMUNITION TRANSFER POINTS

1. The Ammunition Transfer Points (ATP) are to be utilized solely for the purpose of breaking down and issuing ammunition to soldiers while actively using the range. It is not to be used for any other purpose.
2. The following conditions must be met, by the using unit, while occupying the ATP:
  - a. The ammunition must be guarded at all times.
  - b. There will be an access roster identifying the personnel authorized entrance to the ATP.
  - c. Two fire extinguishers will be on site whenever ammunition is present.
  - d. When ammunition is present the appropriate fire symbol will be placed on the outside of the ATP.
  - e. No food or drink will be allowed inside the ATP.
3. Class 1.1 and 1.2 ammunition will not be handled or stored in the ATP. A field ASP must be established outside of the ATP. In addition, an armed guard must be present when using these types of ammunition.
4. In case of a lightning storm, all personnel will evacuate the ATP at a distance no less than 100 feet.
5. Any damage caused to the ATP will be reported to range control immediately.
6. Failure to follow these requirements may result in the units training being halted until deficiencies have been corrected.